

Meeting Minutes for the Warren Housing Authority Board of Commissioners

Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island

May 17, 2016 6:30 p.m.

Meeting Called to Order:

The May 17, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30pm at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.

Chairman Alfano states the next meeting will be June 20, 2016

1. Roll call:

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, and Commissioner Mansi.

Absent: Commissioner Ryan

2. Approval of minutes from previous meeting

a. April 11th, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve to April 11, 2016 minutes. Motion is unanimous.

b. April 18th, 2016 (Auditors Meeting)

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve April 18, 2016 minutes. Motion is unanimous.

3. Old Business

a. Discussion & Action regarding Andreozzi Hall Use Policy, Application, & fees

Executive Director Gordon states that there is no longer a hall fee, the security deposits have been reduced from \$100 to \$75. The maintenance fee is now \$75 a calculation of the actual cost of two hours of maintenance and a \$75 security deposit that is redeemable. Mr. Gordon states that the form requires resident sponsorship and the resident sponsor will sign to take responsibility for the hall and the event.

Commissioner Mansi asks does the Fire Chief have somewhere on the wall the capacity?

Mr. Gordon responds, Yes, Chief Galinelli has posted the capacity which is 25 in H Building.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to approve Andreozzi Hall Use Policy, Application, & fees. Motion is

unanimous

b. Discussion & Action regarding Building H Community Room Capacity & Tenant's Use

Executive Director Gordon states the conference room in the H Building has been used as a community room and was determined that it would be available to tenants only. Many of the requirements of the H building use is that there be no fees, or security deposit required and will only involve coordination with the Public Housing Authority office.

He also states the capacity has been set at twenty-five.

Executive Director Gordon states HUD's position is that the use of the facility is for the residents. Should the Commission give the Executive Director ability to waive the fees and report back on a monthly basis on what waivers were issued so that there is some control and oversight by the commission that would be acceptable.

Chairman Alfano states to move forward with the present policy and give the directive to Executive Director Gordon of overseeing the meetings that are held for the next six months and report back each month on what meetings are held and then in six months they will make a determination.

Chairman Alfano asks how do we notify the groups that have been

using the facility, make aware of the new policy. Should we contact them?

Amy Galinelli states, Mark Felag is the only one that utilizes H building, she does not have an issue contacting him to let him know of the new policy.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to move forward with the Building H Policy and the Andreozzi Hall Policy with a six-month review and come back to discuss if there are any issues if needed. Motion is unanimous

4. New Business

a. Discussion, action and authorization of the Chairman to sign a Service Agreement with the Howard E. Nyhart Company, Inc. (NYHART) to provide full GASB 45 actuarial update for a fee of \$2,400. (Reference to Audit Finding 2015-002)

Executive Director Gordon states this reference to audit finding 2015-002 noncompliance. In order to become compliant, it is necessary that they have a valuation done on the post-employment benefits of the Warren Housing Authority. As required by the procurement the policy of this housing authority there were a number of quotes requested.

There were three that came in. Nyhart was the lower bidder and the most responsive bidder and has been known to be a well-known company.

Chairman Alfano states they are making sure they fund the pension properly, because they are obligated through contract for the Warren Housing Authority employees. This contract will guarantee that the employees and their pensions are funded properly.

Executive Director Gordon states this has been reviewed by legal counsel and he has found it to be acceptable.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to authorize the Chairman to sign a Service Agreement with the Howard E. Nyhart Company, Inc. (NYHART) to provide full GASB 45 actuarial update for a fee of \$2,400. for two years. Motion is unanimous

b. Discussion, action and request for temporary authorization to adopt Section 8 HCV Utility Allowance Schedule for the Warren Housing Authority pending completion of a utility cost study in within 90 days of being contracted to do so, as presented. (Reference to Audit Finding 2015-006)

Executive Director Gordon states the auditors indicated an adverse finding 2015-006 that the Housing Authority did not for that year have on file an appropriate utility allowance or any utility allowance at all on file. He is requested that the Warren Housing Authority temporarily adopt the Bristol utility allowance, until such time as a company known as Nelrod will be able to calculate for the Warren Housing Authority as they have been contracted to do.

Executive Director Gordon states there may have been miscalculations that resulted in a loss by the authority or money that is due back to those persons.

Vice Chairman Rego asks, Landlord or tenant?

Executive Director states, Tenant.

Executive Director Gordon states they will have specific calculated utility cost that will be targeted to the Town of Warren by Nelrod.

Chairman Alfano states he would like to have audit finding 2015-005 on next month's agenda.

Executive Director Gordon states 005 deals with allowable cost principles of unreasonable expenditures, unauthorized expenditures and unsupported transactions.

He states there are some items that can be addressed and certain documentation can be provided to the Commission.

Chairman Alfano states specifically with the use of credit cards. They would like the backup data from the audit of 2015-005

Motion by Vice Chairman Rego, seconded by Commissioner Cotta. for temporary authorization to adopt Section 8 HCV Utility Allowance Schedule for the Warren Housing Authority pending completion of a utility cost study in within 90 days of being contracted to do so, as presented. (Reference to Audit Finding 2015-006) Motion is unanimous

5. Bills and Communication

Accept and approve expenditures from April 8th - May 13th, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve expenditures from April 8th - May 13th, 2016. Motion is unanimous

6. Secretary Report

Accept and approve Secretary's report

SECRETARY'S REPORT

May 17, 2016

- Meeting with Maintenance Staff ; Up-date as to operations
- Reference to Audit Finding # 2015-006: Ms. Galinelli enrolled in HCV Financial Accounting and Reporting Seminar (Providence) – June 7-9
- Reference to Audit Finding # 2015-006: Ms. Rabideau enrolled in HTVN (Internet Study) Housing choice voucher Rent Certification Training
- Reference to Audit Finding # 2015-006: Ms. Silva completed Housing Choice voucher Specialist certification (4/15/16)
- Reference to Audit Finding # 2015-006: Determination to temporarily use utility allowance as that of Bristol RI (4/19/16); Until NELROD Co. can specifically calculate that for the Warren Housing Authority as contracted{within 60-90 Days due to back-log}
- Reference to Audit Finding # 2015-016: Solicited, received and entered into a service agreement with NELROD Co. to perform Rent Reasonableness study and provide and up date, software and training to staff. \$1,590. - Coordination call indicates full use by July.
- Communicated, Reviewed and verified renewal of insurance policies for the Warren Housing Authority with HAI Group
- Conference call with HUD Representatives relative to Audit findings ;pending Housing Choice Voucher matters and necessary remediation
- Reference to Audit Finding # 2015-002: Sought and received quotes for GASB 45 Actuary Valuation (OPEB). NYHART, Co. Inc. identified as most responsible, responsive and lowest quote at \$2,400.
- Received, Reviewed and commenced interviews for Housing Choice Voucher Coordinator; fourteen applications being considered.

- **Reference to Audit Finding # 2015-012: Discussions, review of tasks performed by WHA Inspectors, Ms. Galinelli and Ms. Silva as to remediation of HQS Inspections in the HCV Program; all currently reduced to within the 12 month expectation as of this report with the exception of one which is actually a data entry issue to be addressed.**
- **Public Housing Annual Reexaminations have been completed by Ms. Rabideau with the twelve month expectation as of this report.**
- **Stream-lining of HCV Program Forms/Accountability (reduced 8 forms to 4) with the assistance of Ms. Silva via Administrative Directive # 2016-07.**
- **Iron Mountain contract settlement payment for storage/retrieval/shredding services contract made in the amount of \$993.09**
- **This office will be consulting with Legal Counsel as to the modernization/legal review of WHA policies, particularly personnel and open records.**

Executive Director Gordon speaks briefly on his report, reference to Audit Finding # 2015-006: He states Ms. Galinelli enrolled in HCV Financial Accounting and Reporting Seminar recommended by the auditors and will be engaged in a seminar in Providence June 7-9.

Also in reference to Audit Finding # 2015-006: Ms. Rabideau enrolled in HTVN (Internet Study) Housing choice voucher Rent Certification Training

Reference to Audit Finding # 2015-006: Ms. Silva completed Housing Choice Voucher Specialist certification on April 15, 2016.

He states reference to Audit Finding # 2015-006: Determination to temporarily use utility allowance as that of Bristol RI (4/19/16); Until NELROD Co. can specifically calculate that for the Warren Housing Authority as contracted {within 60-90 Days due to back-log}

He also states reference to Audit Finding # 2015-016: Solicited, received and entered into a service agreement with NELROD Co. to perform Rent Reasonableness study and provide and up date, software and training to staff. \$1,590. - Coordination call indicates full use by July.

Reference to Audit Finding # 2015-012: Discussions, review of tasks performed by WHA Inspectors, Ms. Galinelli and Ms. Silva as to remediation of HQS Inspections in the HCV Program; all currently reduced to within the 12-month expectation as of this report with the exception of one which is actually a data entry issue to be addressed. Public Housing Annual Reexaminations have been completed by Ms. Rabideau with the twelve-month expectation as of this report.

Stream-lining of HCV Program Forms/Accountability (reduced 8 forms to 4) with the assistance of Ms. Silva via Administrative Directive # 2016-07.

Iron Mountain contract settlement payment for storage/retrieval/shredding services contract made in the amount of \$993.09

Chairman Alfano spoke briefly about the May breakfast, and also on the smoking away from the tenants living areas, and holding people

accountable. He states, please do not smoke in or around the buildings, there are people here that are on oxygen and you have to respect that and go outside away from the buildings.

He states their employees are going to classes and are getting certified and Executive Director Gordon is making that happen.

He also states they are taking the auditors findings seriously and acting on them. Not only are they moving forward, they are going to hold the people accountable for their actions.

He states what the commission does is for them. They don't get anything out of it except the satisfaction of helping them.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to accept and approve Secretary's report. Motion is unanimous

7. Maintenance Report

Accept and approve Maintenance Report

Dane Coleman, Maintenance Supervisor states in his report that during this period they have completed two apartment turnovers /restorations – C-34 and H-214.

The Annual Fire Extinguishers inspection was performed on Wednesday, April 20, 2016.

Reliable Pest Control performed their monthly common area inspection/spraying on Wednesday, April 27, 2016.

They performed 33 Offsite Section 8 inspections (out of these 3 failed and 4 were not home).

In addition to their routine duties, they also responded to 83 Job Orders, of which 72 have been completed.

Vice Chairman Rego states the Town of Warren just had a company come out regarding Solar Panels and there is supposed to be some great incentives, do you think you can reach out to that company.

Executive Director Gordon states they have started looking into it and is aware that the Town of Warren and Bristol are doing it and once they are financially able then he will look into it.

Commissioner Mansi asks if the floors in H Building are all done.

Mr. Coleman states there might be one or two that are not.

Commissioner Mansi recommends they finish them.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to approve Maintenance report from Dane Coleman, Maintenance Supervisor. Motion is unanimous.

Chairman Alfano takes a moment to inform everyone that the Kickemuit Tenant Association has an Installation of Officers for the Installation of Officers on June 4th at 6pm in the Andreozzi Hall.

8. Public Comments

Mr. Pevin states there should be more recycling containers, they only have three and use to have four, and they should have five in C Building.

Coleman states they have four not three, but he agrees they should have more.

Staff to contact the town to get more containers for recycling at no cost.

9. Commissioners Comments

Chairman Alfano states they were contacted by Senator Whitehouse's office and they took an interest of the Warren Authority on another matter, but they made sure Congressman Cicillini, Congressman Langevine, Senator Reed and Senator Whitehouse all received a copy of the audit report. Ultimately they are responsible for the funding here at the Warren Housing Authority.

10. Adjournment

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta.
Motion is unanimous.**

7:41pm

Warren Housing Authority Board

Of Commissioners Secretary,

Sandrea J. Speroni

Victoria M. Speroni